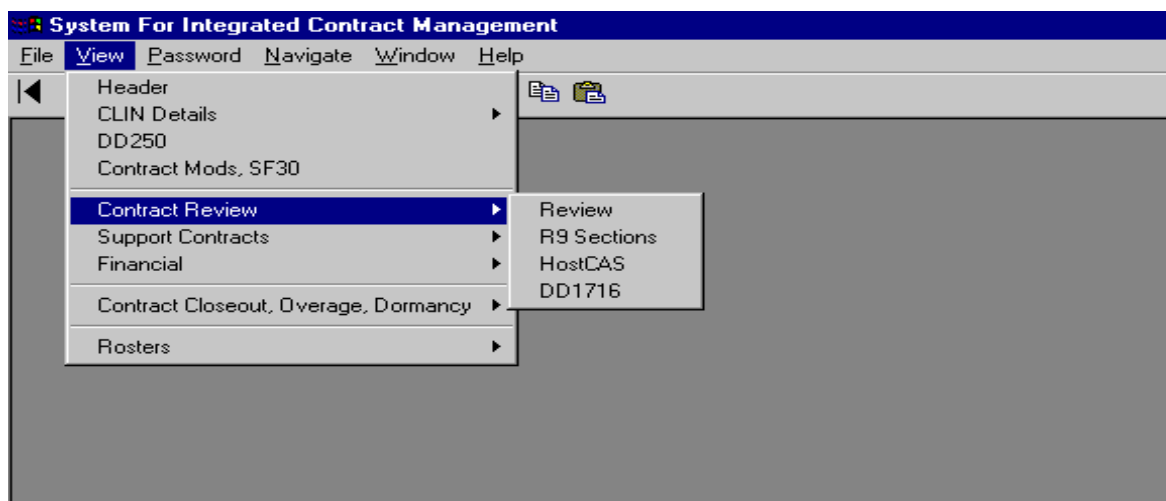


Chapter 6



Contract Review

6.0 Contract Review



Contract Review

This menu selection gives options to open the following SICM screens: The contract review screen, the R9 Sections screen, the Host CAS screen, and the DD1716 screen. The purpose of the Review screen is to provide the user a method to document the contract review process and the Post Award button for documenting PAOC requirements and findings. The purpose of the R9 Sections screen is to document the Standard ACO Coded Remarks and Special Contract Provisions. The purpose of the Host CAS screen is to provide the user a method for entering Host CAS functional delegation information. The purpose of the DD1716 screen is to automate and document the Contract Data Package Recommendation / Deficiency Reporting process.

Fields marked with an * require an entry. Input Screens with mandatory fields indicated should not be, and in some cases cannot be SAVED without the required data being entered.

6.1 Review and Post Award Screens

Review

PIIN: 1 SPIIN: Support No:

Contract Requirements: 2

- ☐ Contracts
- ☐ Engineering
- ☐ Environmental
- ☐ Flight Operations
- ☐ Fuels
- ☐ Property
- ☐ Safety
- ☐ P TS
- ☐ Quality Assurance
- ☐ Transportation
- ☐ Security
- ☐ Pricing
- ☐ SICM

Reviewer code: 3 Date: 4 Assigned to: 5

Skill Areas: 6

- ☐ NASA
- ☐ Aerospace
- ☐ Aircraft
- ☐ Ammunition
- ☐ Automotive/Land Veh
- ☐ Chemicals/Fuels
- ☐ Clothing/Textiles
- ☐ Computer Software
- ☐ Electronics
- ☐ Materials (Wood)
- ☐ Materials (Metallic)
- ☐ Materials (Rubber)
- ☐ Mechanical
- ☐ Navy Nuclear (NNPP)
- ☐ Level I Subsafe (NPM)
- ☐ Nuclear (Other)
- ☐ Pharmaceuticals
- ☐ Other

Notes: 7

Post Award: 8 Date Entered: 9

Postaward Orientation Conference

PIIN: 9 SPIIN: Support No:

Part I - Post Award Conference Required: 12

- ☐ New Contractor
- ☐ Award Over Negative Preaward Survey
- ☐ Complex Tech. Requirements
- ☐ Urgent Delivery
- ☐ Type of Contract
- ☐ Value of Contract
- ☐ Contract Clauses (Prog Pmts, First Art. Etc.)
- ☐ Major Complex Subcontracts
- ☐ C/SCSC Provisions
- ☐ History of Poor Performance
- ☐ SBA Section 8(a) Contractor
- ☐ Provisioning
- ☐ Facility Contract
- ☐ Maintenance and Overhaul Contract
- ☐ Government Furnished Property
- ☐ PROCAS Contractor (High Risk)
- ☐ Contract Deficiencies
- ☐ Environmental Manager
- ☐ Other (Place comments on Notepad) <<

Part II - Conference Not Required: 13

- ☐ Experienced Contractor
- ☐ No Problems Anticipated
- ☐ Low Dollar Value
- ☐ Short Delivery Time
- ☐ No Special Requirements
- ☐ Satisfactory Perf. On Other Contracts
- ☐ POAC Conducted Recently
- ☐ PROCAS Contractor (Low Risk)
- ☐ Other (Place comments on notepad) <<

Part III - Participation Scheduled: 14

- ☐ Contractor
- ☐ Financial Services
- ☐ Property
- ☐ Quality
- ☐ Safety and Flight
- ☐ Production
- ☐ Transportation and Packaging
- ☐ Small Business
- ☐ Industrial Security
- ☐ ACO
- ☐ Purchasing Office
- ☐ DCAA, and/or MOD
- ☐ Systems and Engineering
- ☐ Program Manager
- ☐ Other (Place comments on notepad)<<

Notepad: 15

Date Postaward Decided: 10 Date Set for Postaward: 11

6.1 Review and Post Award Screens (continued)

- 1. PIIN*, SPIIN, and/or Support No.** – Enter or select from the selection list, the appropriate number.
- 2. Contract Requirements** – Identify **ONLY** those functions that have been determined, during contract review, to have a contractual requirement.
- 3. Reviewer Code** – After completing a contract review, the functional specialist must enter or select from the selection list, their User ID. If the functional specialist determines they **have** a contractual requirement to perform, they **MUST** select their function from Field 2. If their function had been preselected, and they have determined they **have no** contractual requirement to perform, they **MUST** deselect their function from Field 2.
- 4. Date** – Enter the date the contract review was performed.
- 5. Assigned To** – Enter or select from the selection list, the User ID of the functional assigned to perform the delegation associated with this contract. In cases where the functional that will be assigned the delegation is unavailable for the review, their designated alternate should review the contract and enter their code in Field 3.
- 6. Skill Areas** - Select the appropriate skills or certifications required by the contract.
- 7. Notes** – An open text field to allow the user to comment on the review findings.
- 8. Post Award Orientation Conference Button** – Use to select the PAOC Screen.
- 9. PIIN*, SPIIN, and/or Support No.** – Enter or select from the selection list, the appropriate number.
- 10. Date Post Award Decided** - Enter the date a PAOC was determined to be required.
- 11. Date Set for Post Award** - Enter the date the PAOC was scheduled and conducted.
- 12. Part I - Post Award Conference Required** – Select the check boxes corresponding to the reason for holding a PAOC (multiple entries allowed).
- 13. Part II – Conference Not Required** - Select the check boxes corresponding to the reason a PAOC is not required (multiple entries allowed). Not required if Part I applies.
- 14. Part III – Participation Scheduled** - Select the check boxes corresponding to the functional areas that will participate in the PAOC (multiple entries allowed).
- 15. Notepad** – Open text field allowing user PAOC conference notes.

The Review Screen is SAVED by using the Save Icon or the F2 Function Key.

6.2 R9 Coded Remarks Screen

The screenshot shows a software window titled "R9 Sections". At the top, there are three input fields: "PIIN" (containing the number 1), "SPIIN", and "Support No". Below these is a section labeled "R9 Remarks Part I (1 - 64):" which contains a list of nine items, each with a checkbox and a two-digit code. The codes are 01 through 09. To the right of this list is a vertical scrollbar and the number 2. Below the list is a field labeled "Selected R9 Codes:" containing the number 3. Underneath that is a section labeled "Special Contract Provisions" containing a list of ten items, each with a checkbox and a letter code (A through J). To the right of this list is another vertical scrollbar and the number 4. Below this list is a field labeled "Selected Special Contract Provisions:" containing the number 5. At the bottom right of the window is a button labeled "Save" and the number 6.

IMPORTANT: The Tab Key mapping for this screen has been constrained due to the incompatibility of the standard Tab Key function and a multi-select selection list. Use the Tab Key only if you want to enter the Selected R9 Codes and Special Contract Provisions directly by typing them in, not by selecting them from the Selection Lists provided. The tabbing sequence will take you from the PIIN* field, to the Selected R9 Codes field, then to the Selected Special Contract Provisions field. After the user has made the manual entries for these two fields, SAVE the record by mouse “clicking” on the SAVE Button.

1. PIIN*, SPIIN, and/or Support No.- Enter or select from the selection list, the appropriate number.

2. R9 Remarks/Part1 (1-64) - Select those applicable clauses from the list of 2 digit codes available in the R9 Remarks selection list, by mouse “clicking” in the box adjacent to each code. Upon initial entry, multiple codes may be selected. However, after the initial save, additional codes must be added one at a time.

6.2 R9 Coded Remarks Screen (continued)

3. Selected R9 Codes - A system generated list of applicable 2 digit R9 Remarks codes will appear after record SAVE, if selections were made from the selection list. Manual field entry of the applicable codes may be made directly by the user by typing in each code, separated by a “,” where multiple selections are required.

4. Special Contract Provisions - Select those applicable Special Provisions from the list of provided, by mouse “clicking” in the box adjacent to each code. Multiple selections will initially be accepted. Additional codes must be entered one at a time.

5. Selected Special Contract Provisions - A System generated list of alpha codes selected from the Special Contract Provisions selection list will appear after the record is SAVED, if selections were made from the selection list. Manual field entry of the applicable code(s) may be made directly by the user by typing in each code, separated by a “,” where multiple selections are required.

6. Save Button - Use this button to Save the data entered on this screen view.

6.3 Host CAS Screen

- 1. PIIN*, SPIIN, and/or Support No.** – Enter or select the appropriate number.
- 2. Date Delegated** - Enter the date of delegation to the Host CAS.
- 3. Date Accepted** – Enter the date the delegation to the Host CAS was accepted.
- 4. Date Closed** – Enter the date the delegation to the Host CAS was completed.
- 5. Type of Delegation** – Select the check box representing the type of delegation.
- 6. Quality Standards ***– Select from the drop down menu the quality standard.
- 7. NOT Delegated Reasons** – Select the check box representing the reason why the delegation was withheld.
- 8. Actions** - Select the check box representing the function that is being delegated.
- 9. Rejected Reason** – Select from the drop down menu the reason for rejection.
- 10. Rejected Date** – Enter the date the delegation was rejected.

6.3 Host CAS Screen (continued)

The screenshot displays the HostCAS application window. At the top, the title bar reads 'HostCAS'. The main interface is divided into several sections. On the left, there are input fields for '1. PIIN', 'SPIIN', and 'Support No'. Below these are checkboxes for 'Type of Delegation' (Quality Full, Quality Partial, Production, Property, Other) and a 'Quality Standards' dropdown. In the center, there are checkboxes for 'NOT Delegated Reasons' (Low Risk, Time Constraints, Special Requirements, Unresolved Problems, Access Prohibited, No Host CAS Agreement, Other Reasons). To the right of these are checkboxes for 'Actions' (Process Eval., Product Insp., Product Accept., Audit, 1st Article, Risk Assessment). On the far right, there are date fields for 'Date Delegated', 'Date Accepted', 'Date Closed', and 'Date Entered', each with a double-slash placeholder. Below these is a 'Rejected Reason' dropdown and a 'Rejected Date' field. At the bottom, the 'Organization and QAR' tab is selected, showing two sub-sections: 'Host CAS Organization' with fields for Name (containing '11'), Address, City, State, and ZIP; and 'Host CAS QAR' with fields for Name (containing '12'), Tel, and Fax.

Organization and QAR Tab

11. Host CAS Organization - Enter the Name, Address, City, State, and Zip code of the Host CAS organization which the function was delegated to. Use the City, State field to enter the City and Country of local Host CAS activities.

12. Host CAS QAR - Enter the Name, Telephone Number and Fax Number of the Host CAS QAR

6.3 Host CAS Screen (continued)

The screenshot displays two parts of a software interface. The top part is a window titled 'Local dates and descriptions' with two columns: 'Dates' and 'Description'. The 'Dates' column contains seven input fields, each with a double slash (//) and a number. The first field shows '13'. The 'Description' column contains seven corresponding text input fields, each with a vertical bar (|) and a number. The first field shows '14'. The bottom part of the screenshot shows a window titled 'Notes' with a large text area containing the number '15'.

Dates	Description
// 13	14
//	
//	
//	
//	
//	
//	

Notes

15

Local dates and description & Notes Tabs

13. Local Dates - Open date field allowing the user to track individual delegated tasks.

14. Description - Open text field allowing the user to track individual delegated tasks.

15. Notes - Open text field allowing the user to document notes related to the delegation.

The Host CAS Screen is SAVED by using the Save Icon or the F2 Function Key.

6.4 DD1716 Contract Deficiency Screen

DD1716 - Contract Data Package Recommendation/Deficiency Report

PIIN: 1 SPIIN: Support No: Control Number *: 2 Office No: 0 Date Entered: 14/10/99

2. THRU (ACO): 3. TO (PCO): 8. Contractor:

Reporting Elem. *: 3 Priority for ACO or PCO Reply: 4 Select if 9B x'd: 8

NSN: 5 Item Noun name: 6

9. Contract Data Package Problem: 7

☐ A. Contract and Supporting Documentation Late, Missing, Illegible, Insufficient copies, etc.
☐ B. Deficient Contract Data Package, (if x'd then 'x' areas beside contributing to deficiency)

10 Description of Deficiency 11/12 Initiator/Reviewing Official Section II: ACO Recommended Action Section III: PCO Action Taken

Appropriate Recommendation (Key your explanations to the item numbers above)

Print Form

1. PIIN*, SPIIN, and/or Support No.– Enter or select the appropriate number.

2. Control Number* – To be assigned by reporting element. Enter the organizational code followed by last two digits of calendar year and suffixed sequentially from 01-99. (i.e.– DCMDIGJU9901). Field will only accept 12 characters.

3. Reporting Element* –Select from the drop down menu the appropriate code.

4. Priority for ACO or PCO Reply - Select from the drop down menu the code.

5. NSN – Enter the National Stock Number, where appropriate to identify a specific line item on the report. Use Block 10 when additional reporting is required.

6. Item Noun Name – Enter, where appropriate, to identify a specific line item on report.

7. Contract Data Package Problem – Check in appropriate blocks A or B. When B is identified, check in sub-blocks to identify deficient condition(s) in block 8.

8. Select if 9B x'd – Check sub-blocks to identify deficient condition(s).

6.4 DD1716 Contract Deficiency (continued)

The screenshot shows the DD1716 - Contract Data Package Recommendation/Deficiency Report form. The form is titled "DD1716 - Contract Data Package Recommendation/Deficiency Report" and includes the following fields and sections:

- PIIN**: A field for the Primary Item Identification Number.
- SPIIN**: A field for the Secondary Item Identification Number.
- Support No**: A field for the Support Number.
- Control Number ***: A field for the Control Number.
- Office No**: A field for the Office Number, currently set to 0.
- Date Entered**: A field for the date entered, currently set to 14/10/99.
- 2. THRU (ACO)**: A large text area for the description of the deficiency, with a **Code** field below it.
- 3. TO (PCO)**: A large text area for the description of the deficiency, with a **Code** field below it.
- 8. Contractor**: A large text area for the contractor information, with a **Cage** field below it.
- Reporting Elem. ***: A dropdown menu.
- Priority for ACO or PCO Reply**: A dropdown menu.
- NSN**: A field for the National Stock Number.
- Item Noun name**: A field for the item noun name.
- 9. Contract Data Package Problem**: A section with two checkboxes:
 - ☐ A. Contract and Supporting Documentation Late, Missing, Illegible, Insufficient copies, etc.
 - ☐ B. Deficient Contract Data Package, (if x'd then 'x' areas beside contributing to deficiency)
- Select if 9B x'd:**: A list of checkboxes for reasons:
 - ☐ 01) Item Description
 - ☐ 02) Point of Insp. or Accept., CDC or Fast Pay
 - ☐ 03) Government PQA and Delegation
 - ☐ 04) Code/address missing or incorrect
 - ☐ 05) Preserv. Packing/aging, Consignment/Marking
 - ☐ 06) Specs/Drawings (Attach DD Form 1426)
 - ☐ 07) Item Quantity or Dollar Value
- 10 Description of Deficiency**: A tabbed section with three tabs: "10 Description of Deficiency", "11/12 Initiator/Reviewing Official", and "Section II: ACO Recommended Action". The "10 Description of Deficiency" tab is selected, showing a large text area for the description. The text "9" is visible in the text area.
- Section III: PCO Action Taken**: A tabbed section with one tab: "Section III: PCO Action Taken".
- Appropriate Recommendation (Key your explanations to the item numbers above)**: A large text area for the recommendation.
- Print Form**: A button to print the form.

Description of Deficiency Tab

9. Description of Deficiency and Appropriate Recommendation – Describe problem in detail with substantive facts including appropriate recommendations for solutions.

6.4 DD1716 Contract Deficiency (continued)

The screenshot shows the 'DD1716 - Contract Data Package Recommendation/Deficiency Report' form. At the top, there are fields for PIIN, SPIIN, Support No, Control Number *, Office No, and Date Entered (14/10/99). Below these are three large text areas: 2. THRU (ACO), 3. TO (PCO), and 8. Contractor. Each has a 'Code' or 'Cage' field. Further down are 'Reporting Elem.*' and 'Priority for ACO or PCO Reply' dropdowns, followed by 'NSN' and 'Item Noun name' text boxes. A section titled '9. Contract Data Package Problem' contains two checkboxes: 'A. Contract and Supporting Documentation Late, Missing, Illegible, Insufficient copies, etc.' and 'B. Deficient Contract Data Package, (if x'd then 'x' areas beside contributing to deficiency)'. To the right is a list of checkboxes for 'Select if 9B x'd': 01) Item Description, 02) Point of Insp. or Accept., CDC or Fast Pay, 03) Government PQA and Delegation, 04) Code/address missing or incorrect, 05) Preserv, Packing/aging, Consignment/Marking, 06) Specs/Drawings (Attach DD Form 1426), and 07) Item Quantity or Dollar Value. Below this is a tabbed interface with four tabs: '10 Description of Deficiency', '11/12 Initiator/Reviewing Official', 'Section II: ACO Recommended Action', and 'Section III: PCO Action Taken'. The '11/12 Initiator/Reviewing Official' tab is active, showing fields for '11a. Typed Name, Title, Telephone No. of Initiator*' (with '10' entered) and '12a. Typed Name, Title, Telephone No. of Reviewing Official*' (with '12' entered). At the bottom of this tab are '11b. Date Initiated*' (with '11' entered) and '12b. Date Reviewed' (with '13' entered). A 'Print Form' button is in the bottom right corner.

Initiator and Reviewing Official Tab

10. Typed Name, Title, and Telephone No. of Initiator* - Enter the initiators name, title and telephone number if you are initiating this DD1716.

11. Date Initiated* - Enter the Date you initiated this DD1716.

12. Typed Name, Title, and Telephone No. of Reviewing Official* - Enter the reviewing officials name, title and telephone number for this DD1716.

13. Date Reviewed - Enter the Date the DD1716 was reviewed.

The DD1716 Screen is SAVED by using the Save Icon or the F2 Function Key.

6.4 DD1716 Contract Deficiency (continued)

DD1716 - Contract Data Package Recommendation/Deficiency Report

PIIN SPIIN Support No Control Number * Office No Date Entered
14/10/99

2. THRU (ACO) 3. TO (PCO): 8. Contractor

Code Code Cage

Reporting Elem.* Priority for ACO or PCO Reply

NSN Item Noun name

9. Contract Data Package Problem

☐ A. Contract and Supporting Documentation Late, Missing, Illegible, Insufficient copies, etc.
☐ B. Deficient Contract Data Package, (if x'd then 'x' areas beside contributing to deficiency)

Select if 9B x'd:

☐ 01) Item Description
☐ 02) Point of Insp. or Accept., CDC or Fast Pay
☐ 03) Government PQA and Delegation
☐ 04) Code/address missing or incorrect
☐ 05) Preserv. Packing/aging, Consignment/Marking
☐ 06) Specs/Drawings (Attach DD Form 1426)
☐ 07) Item Quantity or Dollar Value

10 Description of Deficiency 11/12 Initiator/Reviewing Official Section II: ACO Recommended Action Section III: PCO Action Taken

14

Date Signed 11/15 Code 16 ACO

Print Form

Section II - ACO Recommended Action Tab

14. For Completion by Administrative Contracting Officer - When the DD Form 1716 is processed through an ACO because a contractual change is involved, the ACO will assure that the problem is beyond local resolution before the DD Form 1716 is forwarded, together with recommendations, to the PCO.

15. Date Signed - Enter the date the ACO forwards the recommendation to PCO.

16. Code - Choose from the selection list, the code for the appropriate ACO code.

The DD1716 Screen is SAVED by using the Save Icon or the F2 Function Key.

6.4 DD1716 Contract Deficiency (continued)

DD1716 - Contract Data Package Recommendation/Deficiency Report

PIIN: [] [] [] [] SPIIN: [] [] [] [] Support No: [] [] [] [] Control Number *: [] [] [] [] Office No: [0] Date Entered: [14/10/99]

2. THRU (ACO): [] Code: [] 3. TO (PCO): [] Code: [] 8. Contractor: [] Cage: []

Reporting Elem. *: [] Priority for ACO or PCO Reply: [] Select if 9B x'd:

NSN: [] Item Noun name: []

9. Contract Data Package Problem

☐ A. Contract and Supporting Documentation Late, Missing, Illegible, Insufficient copies, etc.

☐ B. Deficient Contract Data Package, (if x'd then 'x' areas beside contributing to deficiency)

Select if 9B x'd:

- ☐ 01) Item Description
- ☐ 02) Point of Insp. or Accept., COC or Fast Pay
- ☐ 03) Government PQA and Delegation
- ☐ 04) Code/address missing or incorrect
- ☐ 05) Preserv. Packing/aging, Consignment/Marking
- ☐ 06) Specs/Drawings (Attach DD Form 1426)
- ☐ 07) Item Quantity or Dollar Value

17. For Completion by Procuring Contracting Officer

18. Closure Date: [] / [] / [18]

19. PCO Action Required ☐ 20. Deficiency Corrected by the ACO (if X'd, attach modification) ☐

21. Print Form

Section III - Action Taken Tab

17. For Completion by Procuring Contracting Officer - Indicate action taken or to be taken with regard to the reported problem. Reply should be responsive to priority in block 5 of the DD1716.

18. Closure Date - Enter the date the DD1716 was signed by the PCO. The date of the corrective action modification would constitute a completion date specified by the DD1716.

19. PCO Action Required - Check this box if the PCO is required to take an action to correct the deficiency. If the PCO must delegate authority to the ACO to correct the deficiency, check this box.

20. Deficiency Corrected by the ACO - If the ACO can, or has, taken action to correct the deficiency, and the DD1716 is being issued to notify the PCO of the intended action, check this box.

21. Print Form - Use this button to generate a DD Form 1716.

The DD1716 Screen is SAVED by using the Save Icon or the F2 Function Key.